New Student Programs
2019-2020 NSP Team Leads

General Information
New Student Programs, a unit within the division of Student Affairs and the Dean of Students, offers students, families, the campus, and community intentional opportunities to connect during the various transitions throughout the Saluki experience. By providing these connections, New Student Programs helps facilitate the integration of students and families into the intellectual, cultural, and social climate of Southern Illinois University and the greater community.

Position Description
New Student Programs will select four dynamic, mature, and professional undergraduate students to serve as NSP Team Leads for orientation, transition, and retention. NSP Team Leads are responsible for working together to plan and implement the various programs and services for first-year students, transfer students, continuing students, and their family members/guests throughout their first-year experience and beyond. NSP Team Leads will work closely with NSP staff in the design, organization and implementation of New Student Orientation programs, Saluki Startup, Weeks of Welcome, Saluki Family Association, and many more programs. Each NSP Team Lead will focus on specific tasks and programs related to their skill set.

General Responsibilities
• Must complete all required trainings, including Orientation Leader training
• Serve on the planning and implementation teams for all NSP programs and events
• Share knowledge and showcase leadership to new NSP staff at all times throughout the terms of employment
• Serve as a role model and professional representative of NSP during all programs and events
• Assist in providing a welcoming campus experience for students and their family members/guests
• Serve as a link between the Orientation Leaders, Startup Leaders, and NSP Staff
• Assist in the development of the recruitment plan, timeline, and execution for NSP staff hiring
• Other duties as assigned

Qualifications
NSP Team Leads must meet the following qualifications unless otherwise approved.
• One or more years in a leadership position (Orientation Leader, Resident Assistant, Exec board of RSO, etc.)
• Must possess and maintain minimum cumulative grade point average of 2.75
• Must be enrolled in 6 or more credit hours in the fall and spring semesters and 3 or more credit hours during summer 2020
• Must attend all New Student Programs events: New Student Orientation, Saluki Startup, Weeks of Welcome, Saluki Family Weekend, Saluki Sprint, NSP staff meetings, etc.
• Must be in good standing in regards to student conduct code and academics with the University
• Must be available to work from December 2019 – December 2020 (required: June, July, and August 2020)
• Must be available for training, one on ones, and office hours ranging 10-20 hours a week
• Must not hold any additional on campus employment or additional off campus employment that would interfere with required programs and events
• Preferred – One or more years of experience as an Orientation Leader

Traits
Successful NSP Team Leads demonstrate the following traits:
• Must be a self-starter who is professional, willing to learn, flexible, adaptable, mature, practical, logical, and
punctual

- Must be a critical thinker, empathetic, accountable, responsible, respectful, and motivated to work
- Uphold guidelines set forth by New Student Programs, especially those involving student confidentiality
- Display strong interpersonal, communication, leadership skills, and the potential to further develop
- Knowledge of and commitment to the mission of SIU and the goals of New Student Programs
- Time-management skills and flexibility; the ability to motivate self and others
- Work well with a diverse staff and groups of new students, family members/guests
- Demonstrate enthusiasm for SIU and the Carbondale/southern Illinois region
- Strong desire to learn about all of the resources, services, opportunities, policies, and people at the University

**Staffing Schedule and Terms of Employment**

Those hired for the NSP Team Lead position will begin with a short training prior to the 2019 winter break and will then begin steady employment with NSP through December 2020. The estimated weekly time commitment is 10-15 hours per week, with occasional weekend and evening events. Hours will increase during the summer term into the first six weeks of fall with Orientation programs and Saluki Startup events. Additional responsibilities include a weekend staff retreat, mandatory training sessions, and on-going programs, events, and services provided by New Student Programs.

NSP Team Leads may not commit to any other engagements that will interfere with work responsibilities, programs, and operations during the contractual period. In addition, NSP Team Leads are required to enroll in at least six credit hours during the fall and spring semesters and three credit hours during the summer 2020 semester.

All Team Leads are required to attend every New Student Orientation date listed below.

**New Student Orientation 2020 Dates:**

- Monday, April 27
- Friday, May 29
- Saturday, May 30
- Friday, June 5
- Monday, June 8
- Friday, June 12
- Saturday, June 13
- Friday, June 19
- Saturday, July 11

**Remuneration**

- Ranging from $8.55 - $8.75 per hour
- Some meals during New Student Programs’ initiatives and programs, training, and other work events
- NSP staff shirts/polo (to be worn with designated pants/shorts/skirt and shoes, not provided by NSP)

**Application Process**

Applicants are strongly encouraged to speak with a full-time NSP staff member prior to applying for an NSP Team Lead position. Applications are available at orientation.siu.edu and must be submitted by 11:59pm Wednesday, October 9, 2019.